

**COUNTY OF MORGAN  
STATE OF WEST VIRGINIA**

**IMPROVEMENT LOCATION PERMIT APPLICATION**

DATE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

PERMIT#: \_\_\_\_\_

**APPLICANT INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**TYPE OF CONSTRUCTION:**

\_\_\_\_\_ Recreational/Vacation

# Bath Rms: \_\_\_\_\_

# Bedrooms: \_\_\_\_\_

\_\_\_\_\_ Residential/Year Around

# Bath Rms: \_\_\_\_\_

# Bedrooms: \_\_\_\_\_

**MOBILE HOMES**

\_\_\_\_\_ Mobile Home # Bath Rms: \_\_\_\_\_ # Bedrms: \_\_\_\_\_

\_\_\_\_\_ ONE Mobile Home on this Property ONLY

\_\_\_\_\_ MORE than ONE Mobile Home on this Property. How many? \_\_\_\_\_

**NOTE: Only ONE Mobile Home is allowed on a lot unless approved by the Health Department and the Morgan County Planning Commission.**

Building Permit Officer (Exemption): \_\_\_\_\_  
\_\_\_\_\_

**I certify that there is only (1) One Mobile Home on this property unless otherwise noted by the Building Permit Officer.**

**SIGNATURE:** \_\_\_\_\_  
\_\_\_\_\_

Tax District: \_\_\_\_\_

Number of Acres or Lot Size \_\_\_\_\_

Location (Give Reference to Roads, Streams  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Improvements/Additions: (Decks, Porches, Add-Ons, etc.)

\_\_\_\_\_ Outbuildings: (Garages, Barns, Pole Barns, Sheds, etc.)

\_\_\_\_\_ COMMERCIAL: Stores, Restaurants, Plants, etc.)

\_\_\_\_\_ COMMERCIAL IMPROVEMENTS

CONTRACTORS' NAME & ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dimensions: \_\_\_\_\_

\_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Completion Date: \_\_\_\_\_

To be completed by the Building Permit Officer:

Water Permit: \_\_\_\_\_

Sewer Permit: \_\_\_\_\_

Map# \_\_\_\_\_ Parcel# \_\_\_\_\_

Deed Bk# \_\_\_\_\_ Page# \_\_\_\_\_

**\*\*\* Please complete drawing on the back of  
this page \*\*\***

## FLOOD PLAIN AREAS

FLOOD PRONE \_\_\_\_ (If property is determined to be in the Flood Plain Zone, you will be provided with a list of additional information to be supplied by the Building Permit Officer.)

NOT FLOOD PRONE \_\_\_\_ I hereby CERTIFY that this structure will NOT be located in the Flood Plain Zone.

**SIGNATURE:** \_\_\_\_\_

By my signature below, I hereby declare any and all improvements are added on my **REAL ESTATE PROPERTY** or the designated property owner listed on this application.  
**NO EASEMENTS** or **RIGHT-OF-WAYS** are encroached upon by the improvements described within this application.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PLEASE MAKE A SKETCH IN THE BOX BELOW OF: The driveway entering your lot, location of your home, location of well and septic and any other buildings on your property.**

**If you are adding on to an existing building, please indicate which side it will be on with dotted lines .**

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**I am aware of the Health Department approved septic location and that the location can not be moved without issuance of a new septic permit. I am also aware that the septic permit needs to be renewed on an annual basis to remain valid until the system is installed. Without renewal the permit will become “VOID” one year from the date of issue.**

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**Property Owner or Authorized Agent**

**I understand that Morgan County does not enforce subdivision covenants and restrictions nor deed restricted properties. Permits approved by the Planning Commission do not nullify civil contracts.**

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**Property Owner or Authorized Agent**

**If you are building a new home, PLEASE PROVIDE THE PLANNING COMMISSION WITH WRITTEN DIRECTIONS FROM THE COURTHOUSE TO YOUR CONSTRUCTION SITE on a separate sheet.**